

**Department of the Navy  
Human Resources Office Yokosuka  
Merit Promotion Vacancy Announcement**

**YEAR 2006 SUMMER HIRE EMPLOYMENT PROGRAM**

**26 JUNE – 18 AUGUST 2006**

**ANNOUNCEMENT NO. SH-06**

**\*\*\* TEMPORARY NOT-TO-EXCEED 18 AUG 06 \*\*\***

**POSITION:** Working Aid, AD-3502-01  
**\$5.00 Per Hour**

**OPEN DATE:** 28 Apr 06  
**CLOSE DATE:** 14 Jul 06

**LOCATION:** Various activities serviced by HRO in Yokosuka and Yokohama areas.

**AREA OF CONSIDERATION:** Dependent of U.S. military or Department of Defense Civilian employees of government agencies in Yokosuka and Yokohama area.

**DUTIES:** May perform productive work in an office environment with clerical and related tasks or manual laboring positions requiring inside and/or outside work, occasional lifting, standing, bending, etc.

**TYPES OF POSITIONS:** Full-time and part-time positions will be available in Yokosuka and Yokohama. Applicants must certify geographical/work schedule availability.

**REQUIRED FORMS AND WHERE TO OBTAIN FORMS:** Year 2006 Summer Hire Employment Program Application Form and Parental Consent Certificate. These forms may be obtained at Kinnick High School, Yokosuka Middle School, Career Counseling Center, or Human Resources Office (HRO), Building #1472.

**METHODS OF EVALUATION/APPOINTMENTS:** Applications and appointments will be processed based on a random selection (i.e., Lottery) method. Skills/experience, geographical and work schedule availability, and types of duties and location of position identified on parental consent authority form.

**LOTTERY:**

The cut-off date for submitting applications for the Lottery is **19 May 06**. Applications will be accepted through **14 Jul 06** to fill additional employment opportunities as they become available after **23 May 06**. Applicants who apply after the lottery will be considered for vacancies based upon their date of application after lottery participants are placed.

**NON-COMPETITIVE REAPPOINTMENTS:** Previous summer hires may be reappointed to the same position held the previous summer based on the hiring activity's name request provided the youth's lottery number is within the selection range.

**QUALIFICATION REQUIREMENTS:** Dependents eligible for summer employment must be between ages 14 through 21 at the time of appointment.

**HOW TO APPLY:** Submit the application package at Customer Services Desk, HRO Yokosuka, Bldg. #1472, 28 April –14 July 2006 between the hours of 08:00 a.m. – 16:00 p.m. **Please DO NOT USE APPLICATION DROP BOX outside the HRO building, as documents need to be verified at the time of submission.** Please bring the following along with the application package for verification by HRO Representatives at the time of submission to HRO Customer Services Clerk:

1. **PASSPORT (with valid SOFA Stamp)**
2. **ID CARD**
3. **SOCIAL SECURITY CARD**
4. **ALIEN REGISTRATION CARD (For holders only)**
5. **COPY OF SPONSOR'S ORIGINAL AND EXTENSION ORDERS (IF APPLICABLE)**

**THE DEPARTMENT OF NAVY  
IS EQUAL OPPORTUNITY EMPLOYER**

HRO LOG NO.

## HUMAN RESOURCES OFFICE YOKOSUKA 2006 SUMMER HIRE EMPLOYMENT PROGRAM APPLICATION FORM

**PRIVACY ACT STATEMENT:** The information requested of you on this form is authorized by Title 5, U.S. Code. We need the information to ascertain your eligibility for employment under the Summer Youth Employment Program.

1. NAME: \_\_\_\_\_ SSN: \_\_\_\_\_  
(Last First Middle)

1. CITIZENSHIP	3. DATE OF BIRTH	3. SEX	3. CURRENT AGE
US _____ Other _____	_____ (Month-Day-Year)	_____ Male	_____
If other, specify:	Place of Birth _____	_____ Female	
_____	(City/State)		

6. Mailing Address (FPO AP address)/Phone	7. Sponsor's Information
	Name
	Rank/Grade
	Organization
	Duty Phone
Home Phone Number	<b>PRD</b>

<p>8. Location You Wish To Be Considered For In Order of Preference Identify at Least One Site:</p> <p>____Yokosuka ____ Ikego ____Negishi, Yokohama</p>	<p>9. Work Schedule You Wish to be Considered for in order of Preference</p> <p>____ Full Time ____ Part Time</p>
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10. Special Qualifications and Skills (List any skills you possess or equipment you can operate)

Typing \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, Words Per Minute (WPM) \_\_\_\_\_

Operate Computer \_\_\_\_\_ Yes \_\_\_\_\_ No

List Type of Equipment \_\_\_\_\_

Other Skills \_\_\_\_\_

Languages Other than English \_\_\_\_\_

11. Were you formerly or are you presently employed in a civilian capacity with the US Government (includes previous Summer Hire experience, Non-Appropriated Fund instrumentalities (NEX/MWR))?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, complete the following:  
 Beginning and ending dates of last Government Employment: From \_\_\_\_\_ To \_\_\_\_\_  
 Your last job title/series/grade \_\_\_\_\_

**(Attach a copy of your last SF-50, Notification of Personnel Action, or equivalent personnel action notification)**

**12. List all Family Members employed by the US Government (Civilian and Military) and place of employment for each. No Summer Hire may work in any activity which is within the Family Member's Chain of Command.**

[illegible]

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**13. WORK EXPERIENCE (Start with current or last position and work back)**

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Name/Place of Employment	Period of Employment	Brief Description of Job
A.		
B.		
C.		
D.		
E.		

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**14. CHOICE OF WORK LOCATION:**

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CFAY: \_\_\_\_\_ MWR \_\_\_\_\_ HRO SERVICED COMMANDS \_\_\_\_\_

**APPLICANT'S CERTIFICATION AND SIGNATURE**

I, CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and ability and are made in good faith.

\_\_\_\_\_  
Applicant's Signature\_\_\_\_\_  
Date

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**SPONSOR'S AUTHORIZATION**

I hereby authorize my son/daughter to participate in this year's Summer Hire Employment program. I also authorize  
Emergency medical care to be administered while my son/daughter is participating in the program. It is my  
Understanding that this applies only to those situations which are job related.

\_\_\_\_\_  
Sponsor's Signature\_\_\_\_\_  
Date

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**\*\*\*FOR HUMAN RESOURCES OFFICE USE ONLY\*\*\*****VERIFICATIONS:**

PASSPORT NO. \_\_\_\_\_ Eff. Date \_\_\_\_\_ ISSUING AUTHORITY \_\_\_\_\_ Exp: \_\_\_\_\_

SOFA Eff: \_\_\_\_\_ SOFA Exp: \_\_\_\_\_

U.S. CITIZEN\_\_ YES \_\_ NO SOCIAL SECURITY NO. \_\_ YES \_\_\_\_ NO: \_\_\_\_ Need Pseudo  
SSN

BIRTH DATE \_\_ YES \_\_ NO

**THE ABOVE INFORMATION WAS VERIFIED AND THE APPLICATION WAS RECEIVED BY:**\_\_\_\_\_  
HRO REPRESENTATIVE\_\_\_\_\_  
DATE

## PARENTAL CONSENT CERTIFICATE

TO BE COMPLETED BY PARENT OF APPLICANT:

I certify that I desire my son/daughter, \_\_\_\_\_,  
To be employed during the 2006 Summer Hire Employment Program and that I have no objection if the work  
Includes the following duties or encompasses the following areas. (Check all appropriate blocks):

\_\_\_\_\_ Office work (includes typing, filing, operating copying machines, word processors/computers, etc.)

\_\_\_\_\_ Inside maintenance work (may require the use of cleaning solvents)

\_\_\_\_\_ Outside maintenance work (may require dirty work such as trash collection)

\_\_\_\_\_ Grass cutting (manual)

\_\_\_\_\_ Grass cutting with power mower (Must be 18)

\_\_\_\_\_ Moderate lifting (15-50 lbs.)

\_\_\_\_\_ Painting

\_\_\_\_\_ Driving (Must be 18)

\_\_\_\_\_ Kitchen or food service

\_\_\_\_\_ Warehouse work (Must be 16)

\_\_\_\_\_ Other (Specify) \_\_\_\_\_

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

MAILING ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESIDENT ADDRESS  
(STREET/OFF BASE  
ADDRESS)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOME PHONE  
DUTY PHONE

\_\_\_\_\_  
\_\_\_\_\_

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